

PROPOSAL FOR A ONE HOUR CE LECTURE

INDIAN HEALTH SERVICE CLINICAL SUPPORT CENTER
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For more information visit our website at: <http://www.ihs.gov/MedicalPrograms/ClinicalSupportCenter/continuingEducation.cfm>

Please complete this form and send it to us as soon as you begin thinking about an activity. This form should be used for a single, one- or two-hour lecture only. Use a "Proposal for a Continuing Education Activity" for a longer activity, or use a "Proposal for an Hourly Series" for an ongoing series of one-hour lectures.

1. Title and brief description of the content of the one- or two-hour lecture: _____

2. How were the needs for this lecture determined? Please describe and attach needs assessment checklist.

3. Objectives of lecture (please list): _____

4. Date of Lecture: _____ and time: from _____ to _____
5. Location of Lecture: _____
6. Contact Person: _____ Title: _____
E-mail Address: _____
Address: _____ Phone: _____
City, State, Zip: _____ Fax: _____
Supporting Service Unit / Facility / Organization: _____
☐ IHS ☐ Tribal/638 ☐ Urban ☐ Other (Please explain): _____
7. Target Audience (e.g., Internists, Outpatient Nurses, Pharmacists, etc.): _____

8. Type(s) of credit you are requesting: ☐ Physicians ☐ Nurses ☐ PAs ☐ *Pharmacists ☐ ** AAFP (Family Physicians)
☐ Dental (Dentists/Dental Assts/Hygienists) ☐ Other (Please Specify): _____
9. Who has been or will be helping you plan the lecture? *The Planning Committee MUST include at least one representative from each profession for which you plan to offer continuing education credit – Please provide actual names and credentials.*

The Accreditation Council for Pharmacy Education (ACPE) requires that a Pharmacist be a formal member of the continuing education activity's planning committee during the development stages. Additionally, ACPE requires that a proposal, complete with dates, speaker information, and session objectives, be submitted from us to them **30 days prior to the initial offering of each unique activity.*

***As of October 1, 2005, the American Academy of Family Physicians will be charging the Indian Health Service for the review process for AAFP Prescribed Credit. The fees will be as follows: \$125 for an hourly series for one year; \$110 for a national conference; and \$60 for a regional or local conference. An additional charge of \$10 will be incurred each time a national or regional conference is repeated. There will be no charge for ACLS, PALS, and other life support courses. At this time, CSC is seeking funding so that these costs will not be passed on to our facilities and programs with no budget for CE activities. We ask only that you make sure that your audience will use this AAFP credit before you check that box on the Proposal Form.*